

BY-LAWS
Of
SANTA CRUZ COUNTY INTERGROUP
January 2020

(CALIFORNIA NON-PROFIT CORPORATION)

WITH AMENDMENTS AS ADOPTED BY
THE INTERGROUP COUNCIL
THROUGH

12/07/2022

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ARTICLE I
OFFICES

The principal office of the Corporation (Central Office), for the transaction of business is located in the County of Santa Cruz, State of California.

ARTICLE II
PURPOSES

Section 1: General

The purposes of the Santa Cruz County Intergroup, hereinafter referred to as Intergroup, are:

- (a) To carry the message of Alcoholics Anonymous to those individuals who suffer from alcoholism.
- (b) To assist the individual autonomous Groups of Alcoholics Anonymous located within Santa Cruz County in the furtherance of these endeavors where it is not feasible or practical for them to do it themselves.
- (c) To supervise the operation of a Central Office.

Section 2: Other

The Intergroup may perform such other services as the member Groups may direct, provided such services are in conformity with these by-laws and any lawful amendments thereto, the Articles of Incorporation of This Corporation, the Twelve Traditions of Alcoholics Anonymous, and the Laws of the State of California.

ARTICLE III
MEMBERSHIP

Section 1: Any Group

Any autonomous Group of Alcoholics Anonymous may become a member of the Santa Cruz County Intergroup and as such shall receive all services afforded by the Intergroup, provided only that said autonomous Group is located within the County of Santa Cruz.

Section 2: No Prerequisite

While it is incumbent upon any member (AA Group) to ensure Intergroup representation to all monthly and Special Intergroup Council meetings of the Intergroup and to support the Intergroup financially through Group contributions, such representation and financial support are not prerequisites for membership.

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ARTICLE IV
INTERGROUP REPRESENTATIVES TO THE INTERGROUP COUNCIL

Section 1: Definition

Each member (A.A. Group), regardless of its size or units, is represented by one Intergroup Representative or one Alternate, elected by the member (A.A. group). In these by-laws whenever the word "Intergroup Representative" appears it shall be deemed to include the designation "Alternate" as well.

Section 2: Qualifications

The individuals elected to the status of Intergroup Representative should be those who desire to be of service and who are willing to carry out their obligation to the best of their ability in the spirit of unity and cooperation, and in accordance with the traditions of Alcoholics Anonymous.

Section 3: Suggested Length of Sobriety

It is suggested that Intergroup Representatives should have maintained at least twelve months of continuous sobriety.

Section 4: Each Intergroup Representative, represents a Single Group.

No person shall act as Intergroup Representative for more than one group.

ARTICLE V
RESPONSIBILITIES OF THE INTERGROUP REPRESENTATIVES

Section 1: Responsibilities

Each Intergroup Representative shall have the following responsibilities:

- (a) To attend all monthly Intergroup Council and Special Intergroup meetings.
- (b) To inform his/her Alternate Intergroup Representative and/or the Group if unable to attend a regular or Special Intergroup meeting of the Intergroup Council so that the Alternate may exercise the member's voting rights as herein provided.
- (c) To solicit Group conscience for voting instructions pertaining to Intergroup policies or any changes therein.
- (d) To receive recommendations from his/her Group, relative to the operation of the Intergroup and its Central Office. To present these items to the Chairperson, the Central Office Manager, or to any member of the Board of Directors, (hereinafter referred to as the Steering Committee) for disposition as indicated in these by-laws.
- (e) When requested and when practical, to assist the Steering Committee members in carrying out the duties of their respective offices.

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Section 2: Voting

Each eligible Intergroup Representative shall exercise the voting privilege of the Member Group at the monthly Intergroup Council and Special Intergroup meetings in making decisions as provided in these by-laws.

Section 3: Members Eligible to Vote

Each Member Group shall become eligible to vote at any monthly Intergroup Council or Special Intergroup meeting by having an Intergroup Representative in attendance.

ARTICLE VI

MONTHLY INTERGROUP COUNCIL AND SPECIAL INTERGROUP MEETINGS

Section 1: Purpose

Monthly Intergroup Council and Special Intergroup meetings are established for the purpose of setting policies and procedures for the Intergroup.

Section 2: Time and Place of Meeting

- The Intergroup Meetings shall be held as follows:
- (a) The Intergroup Council meeting shall be held at 7:30PM on the first Wednesday of each month at meeting place designated by the Steering Committee at least two weeks in advance and conspicuously posted at the Central Office.
 - (b) Intergroup Council meetings may be called at any time by the Chairperson or any two members of the Steering Committee, provided that notice of the time and place of said meeting is conveyed to Intergroup Representative of the member Groups of the Intergroup Council.
 - (c) If the Chairperson and the Vice-Chairperson are absent the order of succession to chair the meeting shall be: Delegate-at-Large, Treasurer, and Recording Secretary.

Section 3: Composition

The Intergroup Representatives, Steering Committee and the Committee Chairs are the voice and voting membership of the monthly Intergroup Council meetings.

Section 4: Attendance

The Intergroup Representatives and the Steering Committee shall sign in at each monthly Intergroup Council meeting.

Section 5: Voting

- 138 (a) Regardless of the number of service offices an individual may hold within the
139 Intergroup, no person may cast more than one vote.
140 (b) Voting by proxy shall not be authorized.
141 (c) Votes may be cast by eligible members as defined in these by-laws.
142

143 Section 6: Powers
144

145 In addition to any other powers provided in these by-laws, the Intergroup Council
146 meeting shall have the following powers:

- 147 (a) To elect the members and/or fill any Steering Committee vacancies by a majority
148 of the voting membership present at the monthly Intergroup Council meeting
149 using the Third Legacy procedure as outlined in the A.A. Service Manual.
150 (b) To remove any member of the Steering Committee for wrongdoing connected
151 with his/her office in the Intergroup. A member of the Steering Committee may
152 be removed by a two-thirds (2/3) majority vote.
153

154 Section 7: Parliamentarian
155

- 156 (a) A Parliamentarian may be appointed to assist in presiding at Intergroup and
157 Steering Committee meetings, if deemed necessary by the Intergroup Chair or
158 the Steering Committee.
159 (b) In any matter involving procedure, the Chairperson may refer said matter to the
160 Parliamentarian for resolution.
161 (c) The decision of the Parliamentarian on any procedural matter referred to him/her
162 will be final unless two-thirds of the voting membership present at any meeting
163 shall vote to overrule the Parliamentarian's decision.
164

165
166 **ARTICLE VII**
STEERING COMMITTEE

167
168
169 Section 1: Purpose
170

171 The Steering Committee shall conduct the routine business of the Intergroup, carry
172 out the policy and procedures of the Intergroup, as established at the monthly
173 Intergroup Council or Special Intergroup meetings, and prepare an agenda for said
174 meetings.
175

176 Section 2: Time and Place of Meeting
177

178 The Steering Committee shall meet at least once per month. Meetings will be held at
179 the Central Office on the third Wednesday of the month. Special or emergency
180 meetings may be called by the Chairperson, or any two members of the Steering
181 Committee with less than one weeks' notice.
182

183 Section 3: Composition
184

185 The voting membership of the Steering Committee shall all be members of Alcoholics
186 Anonymous, elected to office as herein provided, and shall consist of a Chairperson,
187 Vice-Chairperson, Treasurer, Recording Secretary, Area Representatives and the
188 Committee chairs.

189

190 Section 4: Quorum

191

- 192 (a) A quorum is established when one-half (1/2) of the voting members are present.
193 (b) A majority of the voting membership present at the time a vote is taken is
194 required for the disposition of any matter brought before the Steering Committee
195 meeting.
196 (c) Proxy votes are not authorized at any time.
197 (d) No member of the Steering Committee may cast more than one vote regardless
198 of the number of service offices the member may hold.

199

200 Section 5: Elections

201

- 202 (a) The Intergroup Council meeting held in the month of February of each year shall
203 be known as the "Annual Meeting" and shall be held for the purpose of electing
204 new officers, electing or confirming new Area Representatives, regular
205 Committee Chairs and transacting such other business as may come before it.
206 (b) All Steering Committee members shall serve for a period of one (1) year from the
207 date of their election with the exception of members elected to fill vacancies in
208 which case they shall serve for the remainder of the original term that was
209 vacated.
210 (c) The election procedure shall be conducted by an uninterested party who is
211 familiar with the Third Legacy process as described in the A.A. Service Manual.
212 [See Art. VIII, 7 (b)].

213

214 Section 6: Responsibilities

215

- 216 (a) Steering Committee members shall attend all monthly Intergroup Council
217 meetings and Steering Committee meetings of the Santa Cruz County Intergroup
218 and may submit items for the agenda for the monthly Intergroup Council
219 meeting.
220 (b) The Steering Committee as a body shall conduct the routine business of the
221 Intergroup and carry out the policies and procedures established at the monthly
222 Intergroup Council meetings.
223 (c) The Steering Committee shall take action, as hereinafter provided, on any
224 recommendations, which may be presented to it by the Chairperson, its own
225 membership, or any of the voting membership of the monthly Intergroup Council
226 meeting, the Central Office Manager, or any member of Alcoholics Anonymous.
227 (d) The Steering Committee shall not approve any single expenditure in excess of
228 \$2,000.
229 (e) The Steering Committee shall record minutes of each meeting which will be kept
230 in a master file on the Central Office cloud server. These minutes shall be open to
231 inspection by any member of Alcoholics Anonymous.

- 232 (f) The Steering Committee shall have the right to make decisions requiring
233 immediate or emergency action, provided that such action does not create or
234 change permanent policy or procedures for Intergroup nor authorize
235 expenditures except as specified above.
- 236 (g) All meetings of the Steering Committee shall be open to any member of
237 Alcoholics Anonymous. Agenda items must be submitted through the
238 Chairperson.
- 239 (h) Any member Group or individual member of Alcoholics Anonymous affected by
240 any action taken by the Steering Committee may take the matter before the
241 Intergroup Council meeting for consideration by the voting membership of the
242 Santa Cruz County Intergroup.
- 243 (i) The Steering Committee shall insure that an impartial financial review of all
244 Intergroup financial records be conducted annually at the close of the fiscal
245 year by an accredited accountant recommended by the Steering Committee.
246 This does not have to be a complete audit, just a review of the standard
247 practices. Financial review results will be reported to the Intergroup at their first
248 meeting following review completion. [see Art VIII, 4 (h)]
- 249 (j) The Steering Committee as a body may, by a simple majority, declare a Steering
250 Committee member position as vacant, should that member not be in
251 attendance either at three consecutive monthly Steering Committee meetings or
252 at three consecutive monthly Intergroup Council meetings.
- 253 (k) The Steering Committee as a body shall familiarize themselves with the Office
254 Manager's job description each March. This job description will be reviewed and
255 updated by the Steering Committee each January and on other occasions as
256 needed. [see Art. IX, 4]
- 257 (l) The Steering Committee shall hire and/or terminate the Central Office Manager,
258 and set wages and other remuneration. In addition to those outlined in these by-
259 laws, the Steering Committee may establish responsibilities for said Manager.

261 **ARTICLE VIII**

262 **RESPONSIBILITIES AND FUNCTIONS OF ELECTED OFFICERS**

263 Section 1: Chairperson

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- 265
- 266 (a) The Chairperson shall have at least (3) years of continuous current sobriety, have
267 previous A.A. service, experience and be knowledgeable of the purpose and
268 functions of the Intergroup.
- 269 (b) The Chairperson shall not succeed themselves for a third consecutive term in the
270 same office, unless the first term was less than (6) months.
- 271 (c) The Chairperson shall preside over all monthly meetings of the Intergroup
272 Council, Special Intergroup meetings, and all Steering Committee meetings.
- 273 (d) The Chairperson shall remain completely impartial at all monthly and special
274 meetings and shall not vote except to break a tie vote. The chairperson may
275 summarize, without bias, the pros and cons of all issues and motions presented for
276 decisions at the meetings.

- 277 (e) The Chairperson shall accept all written correspondence from any Intergroup
278 Representative or any member of Alcoholics Anonymous, and place motions on
279 the agenda as New Business the following Intergroup Council meeting.
- 280 (f) The Chairperson is authorized to appoint committees for Special one-time
281 functions, as the chairperson may deem necessary and to appoint such other
282 committees as the membership or the monthly Intergroup Council meeting may
283 direct.
- 284 (g) The Chairperson shall supervise the operations of the Central Office.
- 285 (h) The Chairperson will maintain a perpetual agenda for critical tasks that are
286 performed on an annual basis including tax statement reviews.
- 287 (i) The Chairperson, along with the treasurer and at least one member of the
288 Steering Committee shall perform a written personnel review of the Central
289 Office Manager each May. The results of the review will be shared with the
290 Steering Committee during the June Steering Committee meeting.
- 291 (i) The outgoing Chairperson, with the approval of the Steering Committee,
292 becomes the Delegate-At-Large when the new Chairperson is elected. As such
293 the Delegate-At-Large will hold office for a period of one (1) year.
- 294 (j) The Chairperson shall act as liaison to Santa Cruz General Service monthly
295 business meetings.

296
297 Section 2: Delegate-At-Large

- 298
- 299 (a) The outgoing Chairperson, with the approval of the Steering Committee,
300 becomes the Delegate-At-Large when the new Chairperson is elected. As such
301 the Delegate-At-Large will hold office for a period of one (1) year.
- 302 (b) The Delegate-At-Large shall not succeed themselves for a third consecutive term
303 in the same office, unless the first was less than six (6) months.
- 304 (c) The Delegate-At-Large should attend all meetings of the Steering Committee and
305 the Intergroup Council, where the Delegate-At-Large will have both a voice and
306 a vote.
- 307 (d) In the absence of the Chairperson and/or Vice-Chair, the Delegate-At-Large shall
308 preside over monthly Intergroup Council, Special Intergroup meetings, Steering
309 Committee meetings and assume all duties as needed.

310
311 Section 3: Vice-Chairperson

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- 313 (a) The Vice-Chairperson shall have at least (3) years of continuous current sobriety,
314 have previous A.A. service experience and be knowledgeable of the purpose
315 and functions of the Intergroup.
- 316 (b) The Vice-Chairperson shall not succeed themselves for a third consecutive term
317 in the same office, unless the first was less than six (6) months.
- 318 (c) The Vice-Chairperson shall contact all members of the steering committee and
319 remind them of monthly Intergroup Council, Special Intergroup meetings, and
320 Steering Committee meetings.
- 321 (d) In the absence of the Chairperson, the Vice-Chairperson shall preside over
322 monthly Intergroup Council, Special Intergroup meetings and Steering
323 Committee meetings and assume all duties of the Chairperson.
- 324 (e) Maintain a list at Central Office of current Intergroup contact information

- 325 (f) Assist the Office Manager in maintenance of accurate A.A. Group information.
326 (g) Assist the Chairperson as needed.

327

328 Section 4: Treasurer

329

- 330 (a) The Treasurer shall have at least (3) years of continuous current sobriety, have
331 previous A.A. service experience and be knowledgeable of the purpose and
332 functions of the Intergroup.
333 (b) The Treasurer shall not succeed themselves for a third consecutive term in the
334 same office, unless the first was less than six (6) months.
335 (c) The Treasurer is responsible for the accurate accounting of all receipts and
336 expenditures of the Intergroup.
337 (d) The Treasurer shall meet with the Office Manager once per month prior to the
338 Steering Committee to review and verify monthly financial statements to be
339 presented to the Steering Committee.
340 (e) The Treasurer shall submit, each month to the voting membership of the
341 Intergroup, an itemized report of receipts and expenditures of the Intergroup. This
342 report will also include a list of contributions received from member Groups, with
343 the composite to date for the fiscal year of the Groups' contributions.
344 (f) All accounting records shall be maintained on an approved accounting
345 program secured on an outside cloud server for ease of access by the treasurer,
346 office manager, Chair, authorized members and accountant.
347 (g) On the recommendation of the Treasurer, and with the approval of the
348 Intergroup Steering Committee, a certified accountant will be hired for annual
349 tax reporting and preparation of any needed financial statements. .
350 (h) The Treasurers records will be subjected to an annual review by an accredited
351 accountant approved by the Steering Committee. This does not have to be a
352 complete audit, just a review of the standard practices. The financial review
353 results will be reported to the Intergroup Steering Committee at their first meeting
354 following the review completion. [see Art VII, 6 (i)]

355

356 Section 5: Recording Secretary

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- 358 (a) The Recording Secretary shall have at least (3) years of continuous current
359 sobriety, have previous A.A. service experience and be knowledgeable of the
360 purpose and functions of the Intergroup.
361 (b) The Recording Secretary shall not succeed themselves for a third consecutive
362 term in the same office, unless the first term was less than six (6) months.
363 (c) The Recording Secretary shall maintain minutes, and all procedural records of
364 Intergroup Council and Steering Committee meetings, and shall place said
365 records on file in the Master File of Minutes on the Central Office Cloud Server.

366

367 Section 6: Area Representative

368

- 369 (a) Area Representatives shall be members of Alcoholics Anonymous and shall
370 have a minimum of one (1) year of continuous current sobriety.
371 (b) The Area Representative shall not succeed themselves for a third consecutive
372 term in the same office, unless the first term was less than six (6) months.

- 373 (c) There shall be one Area Representative for each geographical area of the
374 County of Santa Cruz, as is periodically determined by the Steering Committee
375 and approved by the Intergroup.
376 (d) Area Representatives shall be elected by the Intergroup at the Annual Meeting in
377 February of each year.
378 (e) The Area Representative shall attend all Steering Committee meetings and all
379 regular and Special Intergroup Council meetings and shall vote at all such
380 meetings.
381 (f) The Area Representative shall serve as liaison between the Groups, the Intergroup
382 Representatives of the Groups, and other members of the Steering Committee.
383 (g) The Area Representatives shall contact Intergroup Representatives and remind
384 them of the Council meetings.
385

386 Section 7: Vacancies

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- 388 (a) If any officer is unable to perform his/her duties, the Intergroup Council shall elect
389 a successor in the same manner as the original officer was elected, except as
390 follows:
391 (1) In the event of a vacancy in the office of the Chairperson, the Vice-
392 Chairperson shall succeed to that office and a vacancy shall then be
393 created in the office of the Vice-Chairperson.
394 (2) If the Vice-Chairperson is unable to succeed the Chairperson, the next
395 monthly Intergroup Council meeting shall be chaired in the following order of
396 succession: Delegate-At-Large, Treasurer, and then Recording Secretary.
397 (3) In the event of the inability of the Treasurer to act, a substitute shall be
398 authorized by the Intergroup Steering Committee to assume the duties of the
399 Treasurer until a Special election is held.
400
401 (b) The election procedure shall be conducted by an impartial party who is familiar
402 with the Third Legacy process as described in the A.A. Service Manual. [See Art.
403 VII, 5 (c)]
404 (c) After two (2) consecutive months of a vacant position the Body has the option to
405 vote to wave or modify time requirements.
406 (d) For the purposes of this section as to vacancies, this shall also apply to
407 Committee Chairpersons [See Art. X]
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409 **ARTICLE IX**

410 **CENTRAL OFFICE MANAGER**

411 Section 1: General

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413 The Office Manager shall:

- 414
415 (a) Be a member of Alcoholics Anonymous.
416 (b) Have at least five (5) years of continuous sobriety.
417 (c) Have had experience in the service structure of Alcoholics Anonymous.
418

419 (d) Have a reasonable knowledge of the Traditions of Alcoholics Anonymous and
420 the Third Legacy of A.A. Service.

421

422 Section 2: Responsibilities

423

424 Under the management and supervision of the Intergroup Chairperson, the Office
425 Manager is responsible for the efficient administration and operation of the Central
426 Office per the Job Description and Employee Manual on file.

427

428 Section 3: Conferences

429

430 The Office Manager, with prior approval of the Steering Committee may be
431 reimbursed for travel to regional Central Office Managers conferences of Alcoholics
432 Anonymous.

433

434 Section 4: Job Description

435

436 A detailed job description for the position of the Office Manager shall be
437 maintained on file in the Central Office. In addition to the duties to be performed,
438 this job description will address entitlements. This job description will be reviewed
439 and updated by the Steering Committee each January and on other occasions as
440 needed. [See Art. VII, 6 (k)]

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442

ARTICLE X

443

COMMITTEES

444

445 Section 1: Committee Guidelines

446

447 (a) Guidelines shall be adopted to set content, policies and procedure for
448 committees.

449 (b) Guidelines are compiled from the shared experience of AA members. They shall
450 reflect guidance given through the twelve traditions.

451 (c) In Keeping with our tradition of autonomy except in matters affecting other
452 groups or AA as a whole, decisions are made by the group conscience of the
453 members involved.

454 (d) Committee chairpersons shall conduct committee business in accordance with
455 the committee guidelines.

456 (e) Ad hoc committees may be established by the Intergroup Chairperson.

457 (f) Annually, each committee shall review their respective committee guidelines and
458 recommended changes as needed.

459 (g) Committee Guidelines shall be approved by the Intergroup Steering Committee
460 and presented to Intergroup Council for adoption.

461 (h) Duties and Responsibilities of committee persons shall be described in each
462 respective committee guidelines.

463 (i) Refer to article XIII, Section 7 for vacancy process.

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465 Section 2: Diverter Committee Chairperson

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- (a) The Chairperson shall have at least (3) years of continuous current sobriety, have previous A.A. service experience and be knowledgeable of the purpose and functions of the Intergroup.
- (b) The Chairperson shall not succeed themselves for a third consecutive term in the same office, unless the first term was less than (6) months.
- (c) This committee shall be composed of the Chairperson, daily coordinators and volunteers as needed to staff the 24 hour AA Call line after normal business hours.
- (d) Keep updated Master Diverter schedule.
- (e) Coordinate, fill and schedule the 7 daily diverter coordinators.
- (f) Process volunteer applications and phone calls.
- (g) Prepare and print open shift flyers as needed.
- (h) Occasionally cover diverter shifts if open.

Section 3: Activities Committee Chairperson

- (a) The Chairperson shall have at least (3) years of continuous current sobriety, have previous A.A. service experience and be knowledgeable of the purpose and functions of the Intergroup.
- (b) The Chairperson shall not succeed themselves for a third consecutive term in the same office, unless the first term was less than (6) months.
- (c) This committee shall be composed of a Chairperson and volunteers as needed for organizing all Intergroup social activities and functions.
- (d) Each function shall be identified as an Intergroup event, displaying conference approved A.A. literature and/or opening the function with the preamble of Alcoholics Anonymous and appropriate A.A. reading(s).

Section 4: Newsletter Committee Chairperson

- (a) The Chairperson shall have at least (5) years of continuous current sobriety, have previous A.A. service experience and be knowledgeable of the purpose and functions of the Intergroup.
- (b) The Chairperson shall not succeed themselves for a third consecutive term in the same office, unless the first term was less than (6) months.
- (c) This committee shall be composed of a Chairperson and volunteers as needed to organize and produce the Monthly newsletter.
- (d) Collect information.
- (e) Write articles.
- (f) Edit submitted articles and information.
- (g) Work with SCCI Central office and Office Manager to assure the Grape-SCCIN is ready for distribution via e-mail, website, posting, printing and mailing by the required schedule.

Section 5: Website Committee Chairperson

- 514 (a) The Chairperson shall have at least (3) years of continuous current sobriety, have
515 previous A.A. service experience and be knowledgeable of the purpose and
516 functions of the Intergroup.
517 (b) The Chairperson shall not succeed themselves for a third consecutive term in
518 the same office, unless the first term was less than (6) months.
519 (c) This committee will include a Chairperson who shall be responsible for ensuring
520 the Santa Cruz Intergroup website follows Intergroup and A.A. Guidelines, and
521 the A.A. Traditions.
522 (d) Relaying information and changes to the website Webmaster.
523 (e) The committee shall include one (1) designated Webmaster, appointed by the
524 SCCI Steering Committee by 2/3 vote who shall have at least (3) years of
525 continuous current sobriety.
526 (f) The Webmaster shall be responsible for keeping the website operational and
527 updated on a regular basis.
528

529 Section 6: By-Laws Committee Chairperson

- 530
531 (a) The Chairperson shall have at least (3) years of continuous current sobriety, have
532 previous A.A. service experience and be knowledgeable of the purpose and
533 functions of the Intergroup.
534 (b) The Chairperson shall not succeed themselves for a third consecutive term in the
535 same office, unless the first term was less than (6) months.
536 (c) The By-Laws Committee Chairperson will form a committee of a minimum of three
537 (3) individuals, to review and update the by-laws annually.
538 (d) Annually review and maintain current By-Laws on cloud server and website.
539 (e) Refer to article XIII for processes.
540

541 Section 7: Birthday Speaker Committee Chairperson

- 542
543 (a) The Chairperson shall have at least (3) years of continuous current sobriety, have
544 previous A.A. service experience and be knowledgeable of the purpose and
545 functions of the Intergroup.
546 (b) The Chairperson shall not succeed themselves for a third consecutive term in the
547 same office, unless the first term was less than (6) months.
548 (c) This committee shall be composed of a Chairperson and volunteers as needed
549 for organizing all Intergroup Birthday Speaker activities and functions.
550 (d) Facilitate/manage birthday speaker meeting, giving guidance to Host Group in
551 organizing and presenting the Intergroup Birthday Speaker Meeting.
552 (e) Each birthday speaker meeting shall be identified as an Intergroup event,
553 displaying conference approved A.A. literature and/or opening the function with
554 the preamble of Alcoholics Anonymous and appropriate A.A. reading(s).
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559 ARTICLE XI
560 GENERAL PROVISIONS

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Section 1: No compensation to Steering Committee members

No member of the Steering Committee shall receive any compensation from the Corporation.

Section 2: Requirement for Quorum at Steering Committee Meetings

Except as otherwise expressly provided in these by-laws, no business shall be considered at any meeting, at which a quorum is not present, and the only motion which the Chairperson shall entertain at such meeting is a motion to adjourn. A Quorum is established when one-half (1/2) of the voting members are present.

Section 3: Governing of Meetings

All meetings shall be governed by Robert's Rules of Order except when such rules are inconsistent or in conflict with these by-laws, with the Articles of Incorporation, the Twelve Traditions of Alcoholics Anonymous, or with the law.

Section 4: Limit of Liability

The members of the Steering Committee shall not be personally liable for the debts, liabilities or other obligations of the Corporation.

Section 5: Intergroup Sponsored/Co-Sponsored Events

- (a) It is suggested that all events shall be presented to the Steering Committee no less than 6 months prior to the event date.
- (b) All Intergroup hosted events shall be approved by Council no less than 3 months prior to the event date.
- (c) The Event Committee Chairperson shall be responsible for reporting site logistics and expenditures at Council and Steering Committee meetings.
- (d) All flyers and announcements regarding Intergroup events should state that entry into the event is free of charge, however, our 7th Tradition suggests that we are self-supporting so donations are appreciated.
- (e) The 12 Steps and 12 Traditions of Alcoholics Anonymous will be read and/or displayed at all Intergroup sponsored events.

Section 6: Voting Eligibility

- (a) Elected officers of the Santa Cruz County Intergroup (SCCI) shall have 1 vote.
- (b) SCCI committee chairpersons shall have 1 vote.
- (c) SCCI area representatives shall have 1 vote.
- (d) Santa Cruz County AA Group Representatives shall have 1 vote.
- (e) Regardless of the number of service offices an individual may hold within the Intergroup, no person may cast more than one vote.

Section 7: Non Eligible Voters

- 609
610 (a) SCCI Office Manager.
611 (b) SCCI Chairperson (unless to break a tie majority vote).
612 (c) Liaisons H&I, NCCAA, GSR and all other entities not directly associated with SCCI
613 Council and Steering Committee business.
614 (d) Visiting members.

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ARTICLE XII
FINANCIAL MANAGEMENT

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Section 1: Entering into Contracts

620

621 The voting membership at the Intergroup Council meeting may, by resolution,
622 authorize any officer or agent of the Corporation to enter into any contract or
623 execute and deliver any instrument in the name of, or on behalf of the Corporation;
624 and such authority may be general, or confined to specific instances. Unless so
625 authorized, no officer, agent, or employee shall have any power or authority to bind
626 the Corporation by any contract or engagement or to pledge its credit or to render it
627 liable pecuniary for any purpose or in any amount.

628

Section 2: Signature of Checks, Drafts etc.

630

631 Checks, drafts, promissory notes, orders for the payment of money, and other
632 evidence of indebtedness of the Corporation shall be signed by two (2) persons.
633 These persons shall be the Treasurer and one (1) of the following: The Chairperson,
634 Vice-Chair or the Office Manager. [See Art. VIII, 7 (a) (3)]

635

Section 3: Deposit of Funds

637

638 All funds of the Corporation shall be deposited at regular intervals to the credit of the
639 Corporation in such banks, trust companies or other depositories as the Steering
640 Committee may select.

641

Section 4: Tax Status

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644 At the October Steering Committee all required state and federal tax documents will
645 be reviewed and approved by the Steering Committee.

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ARTICLE XIII
BY-LAWS

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Section 1: Date of Effect

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655 These by-laws shall become effective immediately upon their adoption.
656 Amendments to these by-laws shall also become effective immediately upon their
657 adoption.

658
659 Section 2: Method to Amend or Repeal

660
661 Subject to the limitations in the Articles of Incorporation of This Corporation and any
662 provisions of law applicable to the amendments of by-laws of Non-Profit
663 Corporations, these by-laws, or any part may be altered, amended or repealed and
664 new by-laws adopted in the following manner:

- 665 (a) The by-laws committee recommendations are presented to the Steering
666 Committee. The proposed change shall be printed in full and distributed by the
667 Steering Committee to the Intergroup Representatives and labeled for discussion.
668 (b) Intergroup Representatives take proposals to groups for discussion and group
669 conscience.
670 (c) Vote upon and adoption of proposed changes shall take place upon the second
671 succeeding monthly meeting after the proposed change was first discussed and
672 the agenda for said second successive meeting shall clearly state that the voting
673 on the proposed change is a matter of business at said meeting.
674 (d) Proposed changes shall become effective upon approval of two-thirds (2/3)
675 majority vote by the quorum in attendance.
676 (e) All changes to these By-Laws shall be consistent with the "Twelve Traditions" and
677 the "Twelve Concepts" of Alcoholics Anonymous.

678
679 **ARTICLE XIV**
680 **DEFINITIONS USED**

- 681
682 As used by these by-laws:
683 (a) These By-laws apply equally in all situations involving past, present and future
684 times.
685 (b) In all cases where person is used, it shall apply equally to all people.
686 (c) The singular number includes the plural, and the plural number includes the
687 singular.
688 (d) The word "shall" is mandatory and "may" is permissive.
689 (e) (SCCI) Santa Cruz County Intergroup

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692 **ARTICLE XV**
693 **PRECEDENCE**

- 694
695 (a) All Original By-Laws and amendments are on file in the Central Office.
696 (b) These by-laws supersede all previous by-laws and amendments.
697 (c) These by-laws contain all amendments as adopted by the Intergroup Council
698 inclusive through April 1, 2010.
699 (d) These by-laws contain all amendments in Article VIII as adopted by the
700 Intergroup Council inclusive through December 1, 2010.

- 701 (e) These by-laws contain all amendments in Article VIII as adopted by the
702 Intergroup Council inclusive through July 6, 2011.
- 703 (f) These by-laws contain all amendments in Article VIII as adopted by the
704 Intergroup Council inclusive through June 6, 2012
- 705 (g) These by-laws contain all amendments in Article VIII as adopted by the
706 Intergroup Council inclusive through January 2, 2013.
- 707 (h) These by-laws contain all amendments in Article X as adopted by the Intergroup
708 Council inclusive through January 2, 2014.
- 709 (i) These by-laws contain all amendments in Exhibit "A" as adopted by the
710 Intergroup Council inclusive through January 2, 1014.
- 711 (j) These by-laws contain all amendments as adopted by the Intergroup Council
712 inclusive through May 20, 2015.
- 713 (k) These by-laws contain all amendments as adopted by the Steering Committee
714 inclusive through October 19, 2016.
- 715 (l) These by-laws contain all amendments as adopted by the Intergroup Council
716 inclusive through November 11, 2019.
- 717 (m) These by-laws were reviewed and reformatted only, with no revisions by By-Laws
718 Committee, on April 20, 2021.
- 719 (n) These by-laws contain all amendments as adopted by the Intergroup Council
720 inclusive through December 07, 2022.
721
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724 **EXHIBIT “A”**
725

726 Motion Process Flow Chart (starts on page 17)
727

728 **Motion Process Outline**
729

730 **POLICY MOTION**

731 (Presented to Chairperson in writing – by Intergroup Representative)
732

733 1) Motion added to new business.

734 a) Motion presented to Intergroup Council by creator

735 i) CHAIRPERSON asks if the motion was created by group or committee chair

736 (1) If committee chair created, then asks if there is a second

737 (a) If motion is seconded

738 (i) Then see ii

739 (b) If no second motion

740 (i) Then motion dies

741 (2) If intergroup created

742 (a) No second required

743 ii) Question and Answer of motion by Intergroup Council – CHAIRPERSON

744 LEADS

745 (1) Friendly Amendment – presented by Intergroup Representative

746 (a) Motion tabled – reviewed by Steering Committee

747 iii) Motion Reviewed by Steering Committee

748 (1) Is motion in violation of By-Laws – CHAIRPERSON LEADS

749 (a) YES

750 (i) Motion returned to motion maker

751 1. Considered killed because in violation of By-Laws

752 (b) NO

753 (i) Steering Committee (3 of 4 listed must be involved – Chairperson,
754 Vice-Chairperson, Recording Secretary, By-Laws Chairperson)

755 1. Create motion document

756 a. Including motion pro/cons

757 i. Requires 2 opposing views

758 2. Motion Report reported at next Intergroup Meeting –

759 CHAIRPERSON

760 3. Discuss motion and motion report to Intergroup Council

761 4. CHAIRPERSON INSTRUCTS INTERGROUP Representatives to

762 take motion report to get groups voice

763 5. Motion is tabled until next month Intergroup Council Meeting

764 – Chairperson

765 6. Motion is moved to old business by Chairperson

766 7. Motion presented as old business by Chairperson

767 8. Discussion of motion and motion reports by Intergroup

768 Representatives

769 9. Ready to vote – CHAIRPERSON LEADS
770

771 **HOUSEKEEPING MOTION**

772 (Asked after officer reports)

773

774 1) Chairperson presents motion

775 a) Floor is open for questions – CHAIRPERSON LEADS

776 i) Chair asks if objections

777 (1) NO OBJECTION =

778 (a) Motion passes

779 (2) OBJECTION =

780 (a) Creation of new business – CHAIRPERSON

781 (b) See Policy motion outline

782

783 **VOTING PROCESS FOR POLICY AND PROCEDURE MOTIONS**

784

785 1) Chairperson asks if simple majority or 2/3 required

786 a) Announce Result

787 i) Simple Majority – Chairperson

788 (1) Ask for vote – Chairperson

789 (2) Announce vote – Chairperson

790 (a) Fails if less than 50% - Chairperson

791 (b) Passes if greater than 50% - Chairperson

792 ii) 2/3 required – Chairperson

793 (1) Ask for vote – Chairperson

794 (2) Announce vote – Chairperson

795 (a) Passes if greater than 66% - Chairperson

796 (b) Fails if less than 66% - Chairperson

797 (i) Chairperson asks for minority opinion

798 (ii) Asks if there is motion to reconsider – Chairperson

799 1. Yes – Call for a simple majority vote

800 a. If more than 50% then motion placed in old business for
801 next IG council meeting

802 b. If less than 50% then motion passes

803 2. No – Motion Passes